

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE

NO.

M-5

PAGE

NO.

1.

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

DEPARTMENT OF PUBLIC WORKS, Engineering Division

3. Authorization Requested (Check only one of the squares below):

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. TRACINGS AND DRAWINGS FILES

Quantity: 1 hanging map file, 29 map drawers  
 File Arrangement: By subject, and by Section letter  
 Index: 3" x 5" card index arranged by Section, then by subject under Section and alphabetically by street

This file includes the following classes of unbound tracings, drawings, plats and maps:

Annexation Maps  
 City Property  
 City Proposals under Review  
 Civic Center  
 Consultant Plans under Review  
 Contract Drawings  
 Gas Maps  
 In Town Water Storage Plans  
 Original Tracings  
 Record Plats  
 Recreation Plans  
 Scale Maps  
 Storm Drainage  
 Topographic Maps  
 Water and Sewer Maps  
 Well Location Maps

Original Tracings are indexed in the Section Book (Item 2) and are

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Director of Public Works

May 14, 1962

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

5/15/1962

Morris S. Rodell

MAY 17 1962

Andrew H. H. H.

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO. M-5  
PAGE  
NO. 2.

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>arranged in order corresponding to County recordation.</p> <p>A. RECOMMENDATION: RETAIN ORIGINAL TRACINGS AND DRAWINGS PERMANENTLY.</p> <p>B. RECOMMENDATION: RETAIN PERMANENTLY, TRACINGS COPIES FOR WHICH NO ORIGINAL TRACINGS COPIES EXIST.</p> <p>C. RECOMMENDATION: DESTROY ALL COPIES AND DUPLICATIONS OF MAPS, PLATS, TRACINGS, AND DRAWINGS FIVE YEARS AFTER COMPLETION OF THE PROJECTS FOR WHICH THEY WERE PREPARED, PROVIDED THAT ONE COMPLETE SET FOR EACH COMPLETED PROJECT IS RETAINED PERMANENTLY.</p> <p>2. <u>SECTION BOOKS</u></p> <p>Size: 18" x 20" x 2" Dates: Current Quantity: 2 volumes File Arrangement: By section letter, then alphabetically by name of subdivision Index: Map of Rockville showing all streets and subdivisions by Section letter.</p> <p>The Section Books are composed of maps and plats of subdivisions and streets within the city limits of Rockville. The sheets show the County Plat Book recordation numbers and are in this way an index to the original tracings which are arranged in that order (Item 1).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	APPROVED HALL OF RECORDS COMMISSION
3.	<p><u>GENERAL FILE</u></p> <p>Size: Legal size Quantity: 4 file drawers File Arrangement: Alphabetically by street</p> <p>The General File is composed of three parts (1) Street File, (2) Subject File, and (3) a Working File for men in the field. The Street File contains information on every street in Rockville compiled by the Department including finished and rough drawings, memoranda, and work sheets. The second part of the file is arranged by subject as follows:</p> <p>Budget Estimates Contract Documents and Specifications Check Sheets for Construction Plans Daily Work Reports (time sheets) Easements Filtration Plant Data Grade Sheets Sanitary Sewer Construction</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE NO. M-5  
PAGE NO. 3.

4. Item No.

5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

The third part of the file is composed of worksheets, memoranda, drawings and other forms and papers used by the employees in the field. Recommendation "A" below provides for permanent retention of the Street File. Material in the Subject File should be retained as long as it continues to have value to the operation of the office or for three years, whichever is later and material in the Working File falls in the same category, Recommendation "B".

- A. RECOMMENDATION: RETAIN STREET FILE PERMANENTLY.
- B. RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION